

JOB DESCRIPTION

Job Title: Class/Subject Teacher /Form Tutor

Responsible to: Head of Primary / Head of Secondary (where appropriate)

Teaching Requirements

The following are the key requirements of the class/subject teacher/form tutor:

1. Core Purpose

- Provide experiences which will promote the Catholic faith and spiritual development of each student;
- Through actions and relationships model the ethos of the school;
- Have a secure knowledge and understanding of their subject area(s) for the age ranges taught as well as those that immediately proceed and follow;
- Secure high standards of teaching, learning and achievement for all students.

2. Development Planning

- Contribute to plans for the development and resourcing of the subject areas taught which:
 - Contribute to the whole-school aims, policies and practices;
 - Assist in pursuing realistic and challenging targets for improvement identified by the school and subject;
- Support the relevant subject leader(s)/coordinators as required in relation to the above.

3. Curriculum

- Participate in whole-school curriculum development in the subject through effective liaison with the subject leader and through contributions to Curriculum Council meetings;
- Ensure schemes/units of work are completed, up-to-date, used and reflect the ongoing practice and development of the subject as directed by the subject leader.

4. Teaching and Learning

- Employ a variety of appropriate teaching methods and strategies which match curricular objectives and develop in students positive attitudes to learning;
- Plan lessons and manage time effectively to ensure that all students have the opportunity to meet their potential, taking account of different learning styles and the needs of students who are underachieving, very able, or where English is not the first language;
- Take an accurate register for all lessons and cover lessons using SIMS. Use hard copy registers only when SIMS is unavailable.
- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met. Ensure all such resources are maintained in good condition, secure and accounted for in accordance with subject/school policy;
- Ensure teaching areas have appropriately stimulating visual displays which reflect the subject area/curriculum and celebrate student work and progress;
- Collaborate with Learning Support, as required in the preparation, implementation, monitoring and review of Individual Education Plans;
- Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning;
- Secure a good standard of student behaviour in the classroom and around the school by establishing appropriate rules and high expectations of discipline which students' respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour shaping policy of the school;
- Liaise with appropriate staff on all pastoral/behavioural matters, according to the school policy.

5. **Assessment**
 - Carry out student assessment, maintain records of student achievement and complete written reports according to deadlines and in accordance with the school policy on marking, assessment and reporting.
 - Monitor the standards, achievement and progress of student work in relation to age-appropriate expectations; use this information to set clear targets for improvement of student achievement and monitor progress towards those targets;
 - Use internal assessments, external examination data and report information to inform lesson preparation and teaching;
 - Use homework effectively, according to the school/subject's policy, to reinforce and extend learning and achievement.

6. **Relations with Parents and Wider Community**
 - Liaise effectively with students' parents/guardians, according to the school's policy and calendar. This would include telephone calls, newsletters, web-pages and through informative oral and written reports on students' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress;
 - Attend parent consultation meetings for the appropriate age-groups/classes taught as scheduled in the school's calendar.

7. **Managing Own Performance and Development**
 - Take responsibility for implementing school policies and practices;
 - Attend and participate in school based professional development activities as required by the Head of Primary / Head of Secondary (where appropriate);
 - Ensure all relevant school documentation is available and up-to-date in accordance with school policy;
 - Take responsibility for personal professional development in accordance with the school's professional development policy and budget restraints, setting objectives for improvements, and taking action to keep up to date with research and developments in pedagogy and in the subjects taught.

8. **Extra-Curricular**
 - Lead, be involved in promoting and participate in extra curricular activities and events, as agreed with the subject leader and Head of Primary / Head of Secondary (where appropriate), for example after-school clubs, school performances and Home School Association meetings and fund-raising events;
 - Assist with the organisation and running of the School's House system by attending House meetings and leading/assisting with House activities as required.

9. **Meetings**
 - Attend such meetings and activities as may be necessary as part of school policy and in accordance with the school calendar.

10. **Pastoral care**
 - Act as a homeroom/form tutor or support tutor as required. Through this role support the standards and expectations of the school.
 - Act in accordance with the policy and guidance on the role of the homeroom/form tutor.

11. **Supervision of students**
 - Carry out the supervisory duties assigned by the Head of Primary / Head of Secondary (where appropriate).

Review

This job description will be reviewed at the beginning of each academic year, or earlier if necessary. In addition it may be amended any time after consultation.